

Grizzly Lake Community Services District
Minutes of the meeting of the Board of Directors

Wednesday, January 10, 2024 (approved 01/22/2024)

1. **Call to Order**

A regular meeting of the Board of Directors for the Grizzly Lake Community Services District was held on Wednesday, January 10, 2024, beginning at 5:30 p.m. pursuant to the written Notice of Meetings. The meeting was held at 119 Delleker Drive in Portola, CA. Board members Sharon Castaneda, Darla Thompson, Linda VanDahlen, and Jeanne Collins were present. There were approximately 3 District members, and 1 employee present. Sharon Castaneda called the meeting at 5:30 p.m.

A. Roll Call

All board members were present (see above). There is currently 1 vacancy on the Board

B. Announcement of Board Vacancy

Linda announced Larry Terrill resigned in December and later that month he passed away. She expressed condolences to his family and appreciation for his service to the community. Linda reported she posted the formal notice regarding the vacancy. Applications are available tonight and will also be posted to the website for any District members interested in filling the vacant position.

2. **Public Comments**

none

3. **Consent Agenda**

A. Approve Minutes of the 12/13/2023 Regular Board Meeting

After review, upon motion made by Linda VanDahlen, seconded by Darla Thompson and unanimously approved, the Board approved the minutes of the 12/13/2023 Regular Board Meeting as presented.

B. Approve Minutes of the 12/26/2023 Emergency Board Meeting

After review, upon motion made by Linda VanDahlen, seconded by Darla Thompson and unanimously approved, the Board Approved the minutes of the 12/13/2023 Emergency Board Meeting as presented.

4. **New Business**

A. Adopt Updated Bylaws

The Board discussed the proposed changes to the bylaws document as was posted with the agenda for this evening.

After review, upon motion made by Linda VanDahlen, Seconded by Sharon Castaneda, and unanimously carried, the Board adopted the amended bylaws as presented.

B. Approve Contract for Interim Bookkeeping & Administrative Services

After review, upon motion made by Linda VanDahlen, Seconded by Sharon Castaneda, and unanimously carried, the Board approved a month to month contract with Cline and Associates to provide limited Administrative and Bookkeeping services to the District (attached) at a cost of \$4,600 per month.

5. **Financial Reports and Processes**

Joleen Cline reported on the challenges she has worked through both obtaining access to the online bookkeeping programs and then resolving account issues with clients. The most frequent complaint is that district members report they never received statements, or that corrections to contact information was never made after multiple attempts to communicate with prior staff members. In many cases, payments and late fees were not applied correctly.

Joleen reported the district is in a delicate cash position due to the fact that the staff members all resigned in the same month and all received payouts of accrued time off at the same time which depleted the operating and savings accounts. In addition, the former bookkeeper made large transfers to herself for services which have not yet been substantiated. The Board is aware and working to reconcile those transfers.

The district has important bills that need to be paid such as insurance premiums, utility bills, lab fees, etc. She will continue to work with the Treasurer, Linda VanDahlen, to time the payment of bills carefully. A majority of District members are current on their accounts. Statements were mailed and emailed to district members in December, including approximately 30 statements which were sent certified to owners who were more than 3 months delinquent. Payments have been coming in steadily.

Joleen reported the reconciled balances in the Plumas Bank Operating and savings accounts on December 31, 2023 was \$31,9795.73. The balance in the US Bank Reserve account on December 31, 2023 was \$18,702.27 and in the old US Bank operating account was \$6,668.72. There are many issues within the Quickbooks files that need to be corrected and the previous bookkeeper has reported that she will make those corrections which date back to 2020 so that the 2023 year end reports can be audited and the bookkeeping can be closed.

A. Review/Approve Financial Reports for the period ending 12/31/2023

After review, upon motion made by Jeanne Collins, Seconded by Linda VanDahlen, and unanimously carried, the Board approved the financial statements for 12/31/2023 as presented.

B. Authorize closure of US Bank Account #5046

After review, upon motion made by Jeanne Collins, Seconded by Darla Thompson, and unanimously carried, the Board approved the closure of US Bank Account #5046 (Capital Improvement Fund). The balance will be transferred to Plumas Bank.

C. Authorize signers for US Bank Accounts #5020 & #5038

After review, upon motion made by Jeanne Collins, Seconded by Darla Thompson, and unanimously carried, the Board approved the following as signers for the 2 remaining US Bank accounts (#5020 Operating & #5038 Reserve): Linda VanDahlen, Darla Thompson, and Jeanne Collins.

6. Reports

A. Operator's Report – Anthony Campbell

Anthony provided a report via email to the Board members prior to the meeting tonight. Anthony reported all wells and storage tanks are running smoothly. The Well at Crocker Mtn has to be turned on and off manually. Wells 1 and 2 have telemetry which allow them to run with automation. He has requested a quote from Mission Communications to add telemetry to the Crocker well and storage tank. He is running the well 8 – 10 hours approximately every 3 days. There is a small leak that needs to be addressed in the Spring.

Anthony reported he is still working on a repair on Belle Vista. The steel plates that were over the road have been removed. He added road base to level the roads. He will plan to have the pavement replaced in that area in the spring/summer.

Over the Christmas Break, there was a sewer blockage on Horseshoe. He was able to get the obstruction cleared. He reported to both the state and the county that there had been a sewage breach and the homeowner was made aware. The property will be sanitized as soon as the temperatures allow. Anthony reported after the emergency meeting last week, we had to pump twice before the blockage was cleared. The Board had authorized up to \$4,000 for pumping, however, he expect the bill to be less than \$3,000.00.

Anthony reported he has been taking inventory of the tools and supplies in the workshop. Plumas Sanitation is requesting a new hook up. Anthony will work with them to complete that project.

The Skid Steer and Mini Excavator have been repaired. All equipment is fully functional and keys have been located.

There was a water leak on Ladera. Someone dropped the concrete lid inside the service box. Anthony completed the repair yesterday.

Anthony reported the District is behind on sampling and testing of water and wastewater. Anthony suggested the Board consider contracting with Fruit Growers Lab to do all required testing going forward. They already are in the area taking samples for other Water/Sewer Districts. Currently, Anthony cannot take Sewage samples because he does not have the Level 2 certification. He is able to take samples of the Water. Fruit Growers can handle both, and will keep the District compliant with testing requirement. Joleen volunteered to reach out to Fruit Growers Laboratories and obtain a quote for sampling and testing.

B. Board Member's Report

Linda reported we have been paying about \$8,000 a year to the Plumas Flood Control for water out of Lake Davis that we have never used. She has had a conversation with the County about this expense and understands there is 1 year left on an agreement between the District and the County. She will continue to research to understand if this agreement should be renewed in the future. Anthony reported someone was investigating adding a transmission line between the Portola treatment plant and our transmission lines. He believes we have a copy of the contract and Rob Therman is the person at the county to talk to. It is important to know if the District did not renew the contract, if they could get it back later if the water was needed.

Linda reported she has been researching the grant the district was awarded to fix the ponds. We have finished the planning phase which was the first \$400,000 of the grant. We hope to move forward with the implementation part of the grant in the Spring. A copy of the next steps the District needs to take is coming. The remainder of the grant is \$600,000. She reported she would like to invite our contractor (DOWL) to the next Board meeting to bring the new Board members up to speed on the project.

Jeanne suggested we create a subcommittee to work on an employee policy. Jeanne and Darla volunteered to work on the employee policy.

7. CSD Plan of Operations

Joleen reported the Board should consider prioritizing the hiring a General Manager/Licensed Operator and a laborer. She distributed salary data from other Plumas County Special Districts for comparison.

After discussion and review, upon motion made by Linda VanDahlen, seconded by Darla Thompson, and unanimously carried, the Board approved a salary for \$22 - \$25 per hour with no benefits for a full time laborer.

After discussion and review, upon motion made by Linda VanDanlen, seconded by Darla Thompson, and unanimously carried, the Board approved an annual salary of \$85,000 – 100,000 depending on experience for a combination General Manager/Level 2 Licensed Sewer Disposal Operator.

Joleen reported she would fly the positions next week and distribute applications on behalf of the Special District.

8. Adjourn to Closed Session

After review, upon motion made by Linda VanDahlen, seconded by Jeanne Collins, and unanimously carried the Board adjourned the regular meeting and went into closed session at 6:34 p.m.